

Institute of Public Administration Australia

ACT DIVISION | ANNUAL REPORT 2011-12





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2011-12

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Council Office Holders

President

Andrew Metcalfe
Secretary, Department of Immigration and Citizenship

Vice Presidents

Carmel McGregor
Deputy Secretary, Defence People, Department of Defence
Professor John Halligan
Faculty of Business and Government, University of Canberra

Secretary

Drew Baker
Centre for Public Management

Treasurer

Barry Mewett
KPMG

Assistant Secretary/Treasurer

Paul O'Connor
Comcare

Immediate Past President

Ian McPhee

Councillors

Stephen Bartos
ACIL Tasman

Andrew Cappie-Wood
(from 13 September 2011)
ACT Government Service

Jennifer Cooke
Department of Human Services

Leon Donovan
(from 13 September 2011)
Department of Families, Housing, Community Services and Indigenous Affairs
(resigned June 2012)

Joshua Drummond
Young Professional Network President
Department of Finance and Deregulation

David Fintan
(from 13 September 2011)
DLA Piper

Shaun Gath
(to 11 September 2011)
Public Health Insurance Administration Council

Kathy Hilyard
People and Strategy

Andrew Kefford
(from 11 September 2011)
ACT Government Service

Stephen Kendal
(to 11 September 2011)

Kerry Kennedy
Australian Electoral Commission

Kathy Kostyrko
Hays Personnel

Leonie McGregor
(from 11 September 2011)
Department of Prime Minister and Cabinet

George Masri
Commonwealth Ombudsman's Office

Carl Murphy
Department of Finance and Deregulation

Meryl Stanton
(to 11 September 2011)

Lynne Tacy
Consultant

Alison Turner
Consultant

Meeting attendance by Councillors is shown on page 38.

Secretariat

Executive Director

Tamara Cutcliffe

Office and Accounts Manager-Webmaster

Jessica Keyes

Annual Report Awards

Coordinator and Project Officer
John Brain

Corporate Governance and Public Administration Today Secretariat

Anni Chilton

2012 ACT National Conference

Judy Pearce

Finance Officer

Pauline O'Neill (part time)



Andrew Metcalfe



Carmel McGregor



Professor John Halligan



Drew Baker



Barry Mewett



Paul O'Connor



Ian McPhee



Carmel McGregor



Andrew Metcalfe

President's Report

IPAA ACT has had a very successful year. Highlights for the 2011–12 year include:

- Flagships again successfully staged and lauded — including the inaugural Young Professional and Chief Executive Breakfast featuring Jessica Watson OAM — attended by 30 organisations;
- Inaugural Regional Conference held in Albury Wodonga in conjunction with Victorian and NSW IPAA's;
- More events, livestreaming and videos to prove it;
- An updated IPAA ACT website averaging 8550 visits a month;
- Public Administration Today moved to colour, online and on intranets;
- Reinvigoration of the Young Professional Network;
- An election of Council Members — something that has not been contested for at least the past two cycles — including two ACT Government Service representatives; and
- Record levels of income and corporate members.

We also presented a large number of seminars, workshops and awards, arguably the most events held in any year since IPAA ACT was established. Keynote speakers have included the Minister for Finance and Deregulation, Senator, the Hon Penny Wong, the Special Minister of State, the Hon Gary Gray AO, and Dr Ian Watt AO. Very pleasingly, the number of people attending seminars and workshops has also increased significantly this year.

Four editions of Public Administration Today (*Today*) were produced during the financial year, focusing on the themes of leadership, Indigenous employment and workforce issues, Ethics and Integrity and Public administration and the media. It is very pleasing to see that a number of agencies have taken the opportunity to host *Today* on their intranet sites.

The IPAA ACT Council recognises and greatly appreciates the support we receive from our members both individual and corporate, non-members who speak at our events, and our generous sponsors who continue to

provide invaluable assistance to IPAA ACT.

I would like to join Andrew Metcalfe, our IPAA ACT President who is currently on leave, in sending our thanks to IPAA ACT Council members, who have provided great support over the past year to us both.

I look forward to an even more successful 2012–13 and the lead up to the IPAA 2013 National Conference to be held here in Canberra as part of the Centenary of Federation celebrations.

Carmel McGregor
Acting President

To enhance Australia through high quality professional public service.

To promote excellence and good governance in public administration.

Strategic Plan 2011-14

IPAA ACT members are united in a common commitment to improve public administration in Australia. In July 2011 the Council launched the Strategic Statement setting out Themes for 2011-14.

Strategic Themes 2011-14

Strategic themes	Excellence in public administration and management practice	High quality, capable and professional public servants	A dynamic public sector into the next decade
Key focus	Better practice, lessons learned	Individuals as practitioners	Innovation in practices
Major initiatives	<ul style="list-style-type: none"> Annual Report Awards Prime Minister's Awards for Excellence 	<ul style="list-style-type: none"> Major project – (eg. professional standards) 	<ul style="list-style-type: none"> Website award Annual Research project – reform issue
Flagship events	<ul style="list-style-type: none"> Awards Dinners Prime Minister's Awards Annual Report Awards 	<ul style="list-style-type: none"> Annual Events <ul style="list-style-type: none"> - Great debate - End-of-year Young Professionals Network (YPN) graduates breakfast CEO/Secretary cocktails 	<ul style="list-style-type: none"> 2013 National Conference Secretary series (breakfasts with Secretary speaker)
Events	<ul style="list-style-type: none"> Awards assessor training Award winner seminars Short practice workshops Showcasing Events 	<ul style="list-style-type: none"> YPN events Training programs Public servant vignettes 	<ul style="list-style-type: none"> Speaker events <ul style="list-style-type: none"> - Overseas visitors - Private - Academic - Top 200 Published papers – future focused
Communities of practice	<ul style="list-style-type: none"> Practice based series 	<ul style="list-style-type: none"> Canberra Evaluation Forum YPN Womens network 	<ul style="list-style-type: none"> Innovation sessions
Publications	<ul style="list-style-type: none"> Public Administration Today 	<ul style="list-style-type: none"> Professional Standards 	<ul style="list-style-type: none"> Research papers

Corporate Governance

The Institute is a membership-based, not-for-profit association, governed by an elected Council comprising a President, two Deputy Presidents, Secretary, Treasurer and Assistant Secretary-Treasurer and 14 Councillors. All positions on the Council are voluntary and Council members are elected for a 2 year term. The present Council was appointed at the 2011 Annual General Meeting.

The Council meets each second month to direct the affairs of the ACT Division. Between each Council meeting the Executive Committee meets to review matters before they come to Council. All members are invited to stand for Council which currently includes a range of people from middle to senior management in both public and private sectors, and from tertiary institutions, sponsors and Partnerships.

IPAA funds a full-time secretariat with an Executive Director and an Administrative officer. Several other people are employed on a part-time basis to service subcommittees established to implement IPAA's work program.

Seven sub-committees oversaw key activities for the organisation during the period. These are:

- The Corporate Governance Committee, chaired by Jennifer Cooke
- Public Administration Today Committee, chaired by Stephen Bartos
- 2013 ACT National Conference, chaired by Carmel McGregor
- The Programs Committee, chaired by Paul O'Connor
- The Marketing Committee, chaired by Kathy Hilyard
- The Standards Committee, chaired by Alison Turner, and
- The Young Professionals Network, chaired by Joshua Drummond.

Sponsors and Partnerships

Continuing support from our sponsors has enabled the Institute to offer enhanced services to its members and to value-add to the many functions we have conducted with their help.

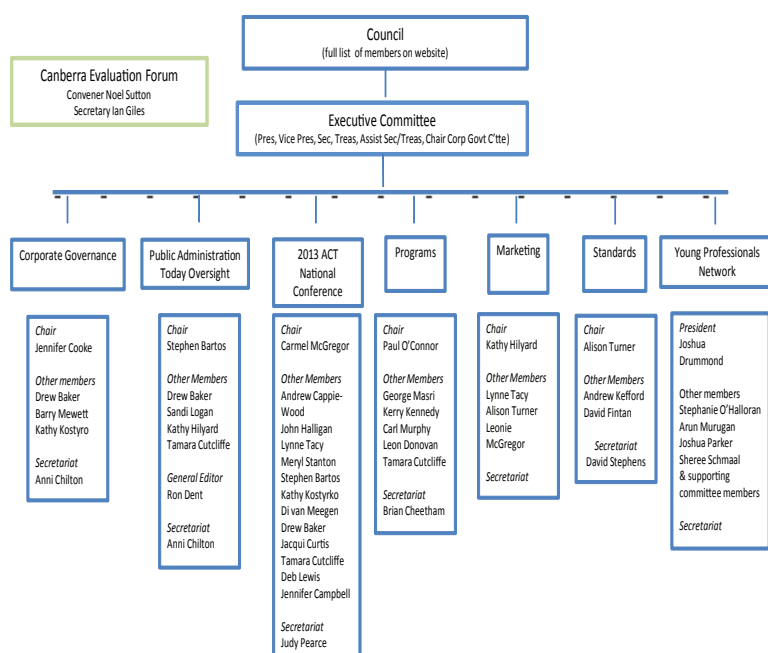
The Council would especially like to thank the following organisations for their support as sponsors:

- CPM
- KPMG
- Clayton Utz
- Kowalski Recruitment

IPAA also worked with SAI Global and Courage Partners in relation to the Prime Minister's Awards for excellence, and in delivering evaluation workshops respectively.



IPAA ACT Structure



Annual General Meeting

The Annual General Meeting for 2011-12 was held on 11 September 2011 at CPM premises in Jamison.

The President, Andrew Metcalfe presented his report.

The Treasurer, Barry Mewett also presented his report.

Councillors were announced for the forthcoming two year period.

2011-12



Barry Mewett

Treasurer's Report

The audited financial statements for the year ending 30/06/12 show a profit of \$201,231. The resultant Balance Sheet for the Division is an end of year net asset position of \$737,597, largely held in cash assets.

This is a very strong result for the Division reflecting the continued support from our Corporate Members. During this year the Division increased the level of activity in the delivery of its signature events along with increasing other activities. The major income items were the Corporate and individual memberships, sponsorships, *Today* income including copyright, and training income.

Key expenditure items included the cost of sales for *Today*, salaries and wages, administrative expenses and costs related to seminars and training activities. The bad debt expenses appearing in the profit and loss statement simply

reflect some agencies choosing to not participate in the Corporate membership structure.

Our expenses were managed to budget, with salaries and wages being increased to ensure that the Division had the capacity to provide increased services to the membership base.

The Institute now has a Balance Sheet which is sound and provides a good base to continue implementing initiatives related to member services. It also provides a reasonable base to ensure the Division is able to successfully manage the National Conference in 2013.

Thanks goes to the efforts of our Executive Director, Tamara Cutcliffe, and her staff during this financial year, particularly in managing the finances within budget and achieving a good end of year result.

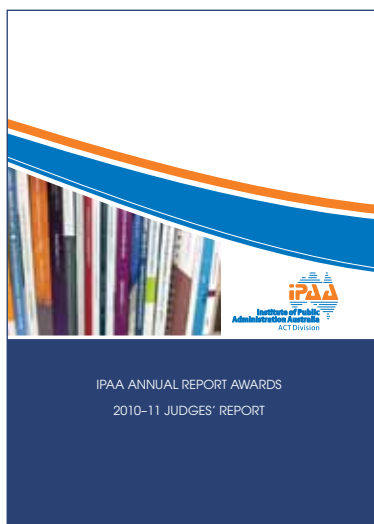
Barry Mewett
Treasurer



As an annual ‘flagship’ event, the awards aim to encourage better annual reporting excellence in public administration.

Annual Report Awards

As an annual ‘flagship’ event, the awards aim to encourage better annual reporting excellence in public administration. Annual reports are key accountability documents, presenting an agency’s functions and programs and its performance. An independent assessment through the Annual Report Awards tests the accountability, transparency and quality of reporting.



The annual reports inform stakeholders about the effectiveness of agencies. They are a key reference document — in fact, often the only consolidated source of information about an agency: what it does, and hopefully, how well it does it each year.

Assessors for the awards are sought from agencies. Three single day training workshops were held in late January and early February 2012.

A robust assessment methodology is applied to each annual report submitted in both hard copy and the mirror online versions.

Ms Carmel McGregor, Acting President of IPAA ACT Division, and Dr Ian Watt AO, Secretary of the Department of the Prime Minister and Cabinet presented the Commonwealth agencies and bodies Awards, and Mr Andrew Cappie-Wood, Head of the ACT Public Service presented the ACT Government Awards at a dinner on 5 June 2012 at University House. Dr Watt also spoke about the importance of annual reports as both current accountability documents and as an historical source.

An IPAA ACT Departmental Shield for Co-operation and Contribution is awarded to an agency or body with the most number of assessors who complete assessor training, and also complete the assessment tasks according to the timetable. Now in its third year, this year the Shield was won by the Australian Taxation Office edging out the Department of Employment, Education and Workplace Relations, Department of Veterans’ Affairs, and the Australian National Audit Office.

As part of a continual improvement process, IPAA ACT conducted four single day workshops over successive days in late February, and early March, and again in early May 2012. These practical events are aimed at helping Commonwealth and ACT Government staff prepare their 2011–12 annual reports.

IPAA ACT acknowledges the service of judges, assessors and agencies in the making the annual reporting awards possible.



Congratulations to all the departments and agencies winning awards.

The Award Winners 2010-11

Hard Copy Reports

Commonwealth Departments and Bodies Governed under the *Financial Management and Accountability Act 1997*

Gold

Bureau of Meteorology

Silver

Federal Magistrates Court of Australia

Bronze

Department of the Senate

Highly Commended

Australian Electoral Commission

Australian Taxation Office



Dr Watt



Gold - Bureau of Meteorology



Silver - Federal Magistrates Court of Australia

Hard Copy Reports

Commonwealth Agencies Governed under the Commonwealth Authorities and Companies Act 1997

Gold
CSIRO

Silver
Indigenous Business Australia

Bronze
Australian Law Reform
Commission
Indigenous Land Corporation

Highly Commended
Cotton R&D Corporation
Grains R&D Corporation

ACT Government Agencies

Gold
ACT Policing

Silver
ACT Planning and Land
Authority

Bronze
Territory and Municipal Services
Directorate



Gold – CSIRO



Gold Online – Australian Taxation Office

Online Reports

Commonwealth Departments and Agencies Governed under the *Financial Management and Accountability Act 1997*

Gold

Australian Taxation Office

Silver

Australian Electoral Commission

Bronze

Department of the Senate

Commonwealth Agencies Governed under the *Commonwealth Authorities and Companies Act 1997*

Gold

Comcare

Silver

Australian Electoral Commission

Bronze

Australian Institute of Health and Welfare

ACT Government Agencies

Highly Commended

ACT Education and Training Directorate

Certificates of Appreciation

Certificates were issued to people who have been Annual Report assessors for three years or more including this year:

Kate Carey, Department of Education, Employment and Workplace Relations

Meredith Harkness, Department of Defence

Louise O'Brien, CSIRO

Karen Robinson, CSIRO

Certificates of appreciation were also issued to agencies that had provided a number of Annual Report assessors for this year's awards:

Australian National Audit Office

Department of Education, Employment and Workplace Relations

Department of Veterans' Affairs.

Department Shield (Annual Report Awards Shield)

Australian Taxation Office



Gold – Australian Taxation Office
Andrew Cappie-Wood, Michael D'Ascenzo and Jeff Lamond



Silver – Australian Electoral Commission
Dr Ian Watt, Bernadette Rose and Andrew Cappie-Wood



Bronze – Australian Institute of Health and Welfare
Andrew Cappie-Wood, David Kalisch and Don Cross



Carmel McGregor and Ian McPhee



The Prime Minister's Awards for Excellence have been awarded by IPAA ACT every year since 2002.



Peter Cosgrove, Carmel McGregor and Andrew Metcalfe

Prime Minister's Awards for Excellence

Prime Minister's Awards for Excellence in Public Sector Management

The Prime Minister's Awards for Excellence have been awarded by IPAA ACT every year since 2002.

The Prime Minister, the Hon Julia Gillard MP, was unable to attend the event but sent a letter commending all nominees for their efforts and thanking them for pursuing new levels of excellence in public administration.

At the presentation of awards, guest speaker, General Peter Cosgrove AC MC presented Australia's pre-eminent Award for Excellence in public sector management to the Department of Human Services (Commonwealth) for their "Small Business Superannuation Clearing House". This project was considered by the judging panel to demonstrate excellence in delivering a complex program within a short timeframe, exhibiting the advantages of encouraging close involvement and cooperation with industry in the achievement of the required results.

In assessing projects for the awards, IPAA considered a stringent set of criteria taking in client service delivery, innovation, quality of planning, implementation, results achieved and ongoing improvement processes. The Awards process is overseen by IPAA ACT, but the detailed planning and management is undertaken by a small dedicated team of volunteers. The organising is essentially a year long event, and each year the team looks at ways to make improvements across the board. That includes the marketing process, refining the criteria and assessment processes, and providing support for assessors and nominees. A strong awards process ensures a continual high standard of nominations. The support provided by the Division's sponsors is a key part of the successful running of these awards and is greatly appreciated by the Institute.

To win this award through such a rigorous process and in the face of competition from the best and most innovative programs from the nation's public sector is an honour and a tribute to the achievement of any organisation.



In assessing projects for the awards, IPAA considered a stringent set of criteria taking in client service delivery, innovation, quality of planning, implementation, results achieved and ongoing improvement processes.

2011 saw, in addition to the Gold Award, the presentation of two Silver Awards:

- Australian Taxation Office: The Community Programs Project
- Department of Finance and Deregulation: Implementation of the National Telepresence System

and two Commendations:

- Department of Defence: Defence Community Organisation – Supporting Defence Force Families
- Fair Work Ombudsman: National Employer Program.

For the first time IPAA ACT made an Award for Innovation in the pursuit of excellence in public sector management. The inaugural winners were:

- Department of Human Services: Small Business Superannuation Clearing House
- Australian Taxation Office: The Community Programs Project.

When the Prime Minister's Awards for Excellence in Public Sector Management were instituted in 2002, it was recognised that they would

need to be founded not only on a prestigious base, but also one that exemplified the charter and objectives of the Institute—the Awards were to be not just about successful endeavours but also about public sector organisations going about things the right way. To meet this requirement, the model or framework that was endorsed by Council was a “total quality management” (TQM) approach, similar to many other awards programs around the world (such as the European Awards for Quality and the Baldrige Awards). The Awards structure was therefore originally based on the Australian Business Excellence Framework, which contains:

- A set of principles;
- A group of categories on which to focus in managing organisations; and
- An assessment methodology.

During 2011, IPAA ACT undertook a rigorous review of the Awards and examined the appropriateness of the underpinning excellence model, the assessment methodology and the Awards criteria for supporting the over-arching aims of the Awards program into the

future. The factors taken into consideration in this review included:

- The considerable experience gained by IPAA ACT and its volunteer coordinators and assessors in administering a framework-based Awards process;
- Some limitations inherent in the *Australian Business Excellence Framework*, which is not designed specifically for the public sector;
- The volume of Awards-specific material developed over ten years of administering the Awards, including public sector specific case studies, templates and information sessions; and
- A need to take into account new approaches to public sector management across Australia.

As a result of the review, IPAA ACT developed its own Public Sector Excellence Model comprising a set of principles and a set of modified Awards criteria, coupled with a more comprehensive assessment methodology.

The revised Awards Framework was launched on 22 May 2012.



Gold Award – Department of Human Services



*Silver Award – Australian Taxation Office
Department of Finance and Regulation*



Commendation – Department of Defence



*Award for Innovation – Department of Human Services
Australian Taxation Office*



Commendation – Fair Work Ombudsman



*Carmel McGregor, Malisa Golightly and
Andrew Metcalfe*

2011-12

Conference, Seminars and Committee Reports

Corporate Governance

In the 2011-12 financial year, the Corporate Governance Committee had a productive year developing and implementing various initiatives which included:

- Overseeing the financial standing of IPAA and providing advice and support on staffing of the IPAA ACT office.
- Updating IPAA ACT's Constitution to ensure it maintains its relevance.
- Oversighting improvements in the sponsorship offer to ensure it is competitive in attracting future sponsors and maintaining current sponsor support.
- Developing guidelines for partnership arrangements between IPAA and other appropriate groups which clearly delineate the difference between partnerships and sponsorship and protect the reputation and interests of IPAA while offering opportunities to members.
- Supporting the Executive Direction in establishing an IPAA ACT staffing structure that ensures activities relating to governance, standards, marketing,

events, publications, and the Young Professionals Network are appropriately resourced and supported.

- Developing and implementing risk management and emergency management plans for IPAA ACT office. This followed changes to Work Health and Safety Regulation 2011 in January 2012.
- Developing a program of works for the Governance Committee. The plan will help the Committee to prioritise its activities in 2013.

The Governance committee is also currently:

- Establishing an arrangement to celebrate ACT-based National Fellows, including arrangements for an inaugural dinner to be held in October 2012.
- Developing strategies to increase IPAA ACT membership and improve the value of the membership for both corporate and individual members.
- Supporting the Marketing Committee in its activities to develop a strategy to increase the profile of IPAA ACT and promote its work widely.
- Assisting with preparations for the 2013 National Conference.

Public Administration Today (Today) Oversight

Today is primarily a communications medium for all IPAA members and aims to report IPAA activities, promote and celebrate achievements in Australian public sector management, disseminate information about major trends and developments, and facilitate discussion and debate. The publishing team is dedicated to innovation and continuous improvement in surpassing readers' expectations.

The ACT Division of IPAA, with the support of National Council and State and Territory Divisions, publishes *Today* quarterly.

During the past year the magazine has undergone a transformation, becoming more colourful and continuing its orientation to members' needs for information about what's happening in their state or territory as well as the substantive issues confronting all levels of the public sector.

Since the last Annual Report, four editions of *Today* covered the following themes:

- Leadership
- Indigenous employment and workforce issues
- Ethics and integrity; and
- Public administration and the media.

Today also published 55 articles, 18 book reviews and introduced several new features. These include the APSC Commissioner's column and New Releases in the book reviews' section.

Readers have responded positively to the new-look *Today*'s renaissance under its new editing and publishing team led by Faceworks Marketing Solutions' Ron Dent and Sally Woolford, ably assisted by editorial representatives in every IPAA jurisdiction:

Gillian Stokie (IPAA National Communications Officer),

Craig Boaden (NSW),

Reanna Brown and Dawna Turner (NT),

Eden Platell (QLD),

Tony Lawson and Alex Alvarez (SA),

Megan Alessandrini and Andrew Street (Tas),

Robin Astley (Vic),

David Gilchrist and Kylie Macqueen (WA),

and the *Today* Oversight Committee. Chaired by Stephen Bartos (ACIL Tasman), the Committee comprises Drew Baker (CPM), Kathy Hilyard (People and Strategy), Sandi Logan (Department of Immigration and Citizenship)

and Tamara Cutcliffe (Executive Director, IPAA ACT Division).

In addition to the printed magazine, sample pages of *Today* including front covers and 'Contents' are made available free on the web (www.act.ipaa.org.au). The whole of the web-based magazine is able to be accessed, via user name and password, by IPAA members. During the year in review *Today* also became available via corporate members intranets.

Between 15 June 2012 and 15 July 2012, there were 2,672 unique visits to the IPAA ACT website. Two hundred and seventy eight of these visits were to Public Administration Today with 127 of these visits to Public Administration Today – Issue 31. Issue 31 only became available on 9 July, so these visits represent an average of 21 visits per day. As a number of Commonwealth agencies are now hosting *Today* on their intranets and information on the number of visits received is not available, the number of visits reported represents an undercount of visits received.

Our thanks to the IPAA divisions for their continued support of *Today* magazine and especially to Ron Dent for the high standard of editing he has brought to this popular publication, since the Oct – Dec 2011 edition (#28).

To enquire about supporting *Today*, as a contributor, subscriber, sponsor and/or advertiser please, in the first instance, contact IPAA ACT.

2013 National Conference

The Vice President of IPAA ACT, Carmel McGregor, chairs a 2013 National Conference Committee to provide oversight to the arrangements of the Conference.

IPAA's annual National Conference provides a forum for debate, discussion and promotion of public sector change in Australia. It presents an opportunity for public servants and those with an interest in public sector management from all tiers of government to meet with peers and colleagues to enhance the performance, perception and study of public administration nationally. In 2013, the Conference will be hosted by the ACT Division of IPAA.

A lot of preparatory work has been undertaken to develop arrangements before the Conference commences – work relating to:

- Developing a draft budget and governance structure
- developing a draft program
- developing a draft timeline and risk management plan; and
- developing a sponsorship and exhibition prospectus

The challenge in the 12–18 months is to continue developing a stimulating program that will attract delegates to the Conference.

The Conference theme is "Serving Australia in the 21st Century" with subthemes:

- Agility and resilience
- Productivity and innovation and
- Crossing borders.

Programs

Seminars held

- 1 Advances in technology – head in the clouds, 26 July 2011
 - Explored the practical application of cloud computing in public administration
- 2 Gotcha! Or improving public administration, 23 August 2011
 - Explored the role and impact of the Commonwealth Government's oversight and review agencies
- 3 Rebirth or blossom – revitalisation of the IPAA ACT Young Professionals Network, 27 September 2011
 - Explored career progression and enrichment for young professionals in Canberra
- 4 Career aspirations: reflections by practitioners, 25 October 2011
 - Shared the career journeys of past and present public servants
- 5 Sponsoring government programs and projects, 15 November 2011
 - Provided an opportunity to hear key messages about program design and implementation from the Minister for Finance and Deregulation, Senator the Hon Penny Wong, and other private and public sector management specialists (in association with the Australian Institute of Project Management)

- 6 Young Professional Network – Social Media Snapshot 18 November 2011
 - An update on social media and its current use in government – with Commonwealth and ACT case studies
- 7 APS and ACT reform update, 22 November 2011
 - Looked at the Moran and Hawke reviews and progress in implementing reform recommendations
- 8 Balancing national security and individual rights, 28 February 2012
 - Delved into the secret world of national security and holding Australia's intelligence agencies to account
- 9 Young professionals and chief executives breakfast, 8 March 2012
 - Guest speaker Jessica Watson talked about her non-stop and unassisted voyage around the world at 16 years of age
 - Excellent way to promote conversations between young professionals and chief executives



Carmel McGregor
and Jessica Watson

2 Gotcha! Or improving public administration



6 Young Professional Network –Social Media Snapshot



7 APS and ACT reform update



8 Balancing national security and individual rights



10 IPAA Regional Conference hosted by IPAA Victoria, NSW and ACT in Albury NSW on 15 and 16 March 2012.

- Conference theme was building capacity in Regional Australia

11 Achieving excellence – showcasing the 2011 Prime Minister's Awards for Excellence, 27 March 2012

- Provided an opportunity to hear the winners of the awards describe their projects, their experiences and the lessons learned

12 Harmonising occupational health and safety legislation, 24 April 2012

- Explored organisational and individual responsibilities under the new OH&S legislation introduced into the Federal and ACT governments

13 Round table on ACT governance, 26 April 2012

- Considered a range of ACT city state governance questions

14 Book launch – *Benefit of hindsight: Valedictory reflections from departmental secretaries, 2004-2011*, 7 May 2012

- Presented a fascinating array of insights and perspectives – launched by the Special Minister of State, the Hon Gary Gray AO



Michael L'Estrange, Andrew Podger, Allan Hawke, Lynelle Briggs, Gary Gray, Patricia Scott, Dennis Trewin, and John Wanna

15 Prime Minister's Awards for Excellence in Public Sector Management, 22 May 2012

- Provided information on the awards, how to participate and an opportunity to raise questions about the process



Andrew Metcalfe at the Prime Minister's Awards for Excellence in Public Sector Management

16 The Australian Government's financial framework and Budget process, 20 June 2012

- Outlined the key legislation and principles that support the resource activities of government entities, the Budget process and the ongoing framework development in the Commonwealth Financial Accountability Review (CFAR)

17 Accountability and governance in a joined-up world, 26 June 2012

- Assessed whether accountability and governance arrangements are adequately in place to deal with an increasingly joined-up and connected public administration

Evaluation Training Program

This program aims to assist the public sector managers to manage and conduct evaluations and develop an evaluation. Six sessions were delivered.

11 Achieving excellence – showcasing the 2011 Prime Minister's Awards for Excellence



12 Harmonising occupational health and safety legislation, 24 April 2012



15 Prime Minister's Awards for Excellence in Public Sector Management, 22 May 2012



17 Accountability and governance in a joined-up world, 26 June 2012



Marketing

The Marketing Committee is working on a marketing project focusing on where and how IPAA ACT would like to be positioned in the next three years. Some consultations have occurred with further consultations planned for the near future. The Committee is also working with the 2013 National Committee on strategies for promoting the conference.

IPAA Professional Standards Project

The Professional Standards Project Committee met for the first time on 14 November 2011 and clarified the objectives and scope of the work, as well as settling on the work plan. Since that time a number of interviews have been conducted with academics and public sector practitioners, as well as Government Skills Australia. A literature review was undertaken including an examination of the UK Professional Skills for Government scheme.

A draft paper has now been prepared with arguments and based on research, proposing the development of a professional standard of competence framework for the Australian public sector.

The current paper will shortly be considered by Council and next steps determined.



*Michael L'Estrange,
Gary Gray, Special Minister of State,
and Allan Hawke*



*Penny Wong, Minister for
Finance and Deregulation
with Carmel McGregor*

Young Professionals Network

The Young Professionals Network (YPN) is the young professionals' arm of IPAA ACT. The YPN supports young professionals in their professional development and builds networks with people with an interest in public administration.

The YPN's outcome is "Informing, equipping and engaging young professionals in public sector issues".

In 2011, there was a re-invigoration of the YPN after several years in abeyance. A Committee has been established comprising a President (Joshua Drummond), Secretariat (Sheree Schmaal) and other office holders. Various events including a Reblooming and Rebirth Social Media Snapshot were held in 2011.

The first event for the YPN in 2012 was the Young Professionals and Chief Executives Breakfast, 8 March, which was a resounding success.

In April, the YPN Committee held a planning meeting in April to formulate a schedule of events for the 2012-13 financial year and has initiated a third-Friday-of-the-month after work drinks event that provides a regular opportunity for young professionals to network in an informal environment.

In May, The YPN hosted an event, Networking for the Future, which was well attended.

The YPN now has representatives on the 2013 National Conference sub-committee, on the Program Committee and on the Council itself.

During 2011-12 there were 83 new individual and four new corporate members of the Institute.

Membership

IPAA ACT is a division of a national not-for-profit professional association. It exists to give people with an interest in public sector accountability, governance and reform, the chance to exchange ideas on trends, practices and innovations.

IPAA ACT does this through:

- Being an advocate on public administration issues;
- Sponsoring public sector based research projects;
- Providing publications that keep members up-to-date with breaking news in the public sector;
- Conducting regular forums and information sessions for members to discuss current public sector issues; and
- Encouraging young professionals.

During 2011-12 there were 83 new individual and four new corporate members of the Institute. These figures are very positive for a member-based organisation.

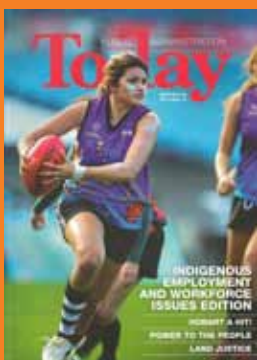
An integral part of membership is the provision of the Public Administration Today (*Today*) publication – produced locally – which together with the nationally published Australian Journal of Public Administration (AJPA) provide regular updates detailing information on local and national administration issues, special features and other newsworthy items linking all members of the three spheres of the public sector and in all jurisdictions.

Membership is open to:

- People working in the public sector – local, state and territory and Commonwealth;
- People employed in educational organisations;
- Students pursuing full/part time courses relevant to public administration
- People who have retired from full time work but wish to keep up-to-date with developments in public administration;
- Government agencies, departments and corporations;
- People employed in the private sector who provide services to government; and
- Those interested in public sector issues generally.

Corporate Membership as at 30 June 2012

ACT Government	Department of Parliamentary Services
Attorney-General's Department	Department of Regional Australia, Local Government, Arts and Sport
Attorney-General's Department – D Branch	Department of Resources, Energy and Tourism
AusAID	Department of Sustainability, Environment, Water, Population and Communities
Australian Bureau of Statistics	Department of the House of Representatives
Australian Commission of Law Enforcement Integrity	Department of the Prime Minister and Cabinet
Australian Competition and Consumer Commission	Department of the Senate
Australian Crime Commission	Department of Treasury
Australian Customs and Border Protection Service	Department of Veterans' Affairs
Australian Electoral Commission	Ernst and Young
Australian Institute of Health and Welfare	Ethos CRS Consulting
Australian Institute of Management	Fair Work Australia
Australian Maritime Safety Authority	Fair Work Ombudsman
Australian National Audit Office	Food Standards Australia New Zealand
Australian Public Service Commission	Grains Research and Development Corporation
Australian Research Council	Helicopter Systems Division – DMO
Australian Sports Anti-Doping Authority	Insolvency and Trustee Service Australia
Australian Taxation Office	Interaction Consulting
Australian Transport and Safety Bureau	Kowalski Recruitment
Centre for Public Management Pty Ltd	KPMG
Clayton Utz	Link Learning
Comcare	Minter Ellison Canberra
Comsuper	Museum of Australian Democracy at Old Parliament House
CrimTrac Agency	National Archives of Australia
Department of Agriculture, Fisheries and Forestry	National Blood Authority
Department of Broadband, Communications and the Digital Economy	National Health and Medical Research Council
Department of Climate Change and Energy Efficiency	National Water Commission
Department of Defence	Noetic Group
Department of Education, Employment and Workplace Relations	Office of Inspector-General of Intelligence and Security
Department of Families, Housing, Community Services and Indigenous Affairs	Office of National Assessments
Department of Finance and Deregulation	Office of the Commonwealth Ombudsman
Department of Foreign Affairs and Trade	ORIMA
Department of Health and Ageing	People and Strategy
Department of Human Services	Protiviti
Department of Immigration and Citizenship	Questacon – the National Science and Technology Centre
Department of Infrastructure and Transport	Royal Australian Mint
Department of Innovation, Industry, Science and Research	Safe Work Australia
	School of Business, Australian Defence Force Academy (ADFA)
	The Nous Group



We have continued to receive strong support from all of our state editors

IPAA National Council

ACT Division was represented at national IPAA Council meetings by Vice President Prof John Halligan.

IPAA National Fellows

Two IPAA ACT members were made National Fellows in 2011 – Lynne Tacy and Stephen Bartos.

Prizes and Awards

IPAA ACT annually awards prizes to the best student at undergraduate level at the Australian National University, the University of Canberra, the Canberra Institute of Technology, and the Public Sector Management Course. It jointly sponsors the Women in Politics Prize with ANU.

Public Administration Today (Today)

During the past year the magazine has undergone a transformation, becoming more colourful and continuing its orientation to members' needs for information about what's happening in their

state or territory as well as the substantive issues confronting all levels of the public sector.

Readers have responded positively to the new-look *Today's* renaissance under its new editing and publishing team led by Faceworks Marketing Solutions' Ron Dent and Sally Woolford, ably assisted by editorial representatives in every IPAA jurisdiction.

Since the last Annual Report, there have been four editions of *Today* which include 55 articles, 18 book reviews. Several new features have been introduced including the APSC Commissioner's column and New Releases in the book reviews' section.

On 4 April 2012, the Secretaries Board endorsed giving IPAA the ability to have Public Administration *Today* uploaded on to Departments' intranets each quarter.

There has been an average of 8,550 visits per month to the *Today* website this year. However, as information about the number of visits to corporate member intranets is not available, the number of visits reported represents an undercount of the total visits received.



IPAA ACT Website

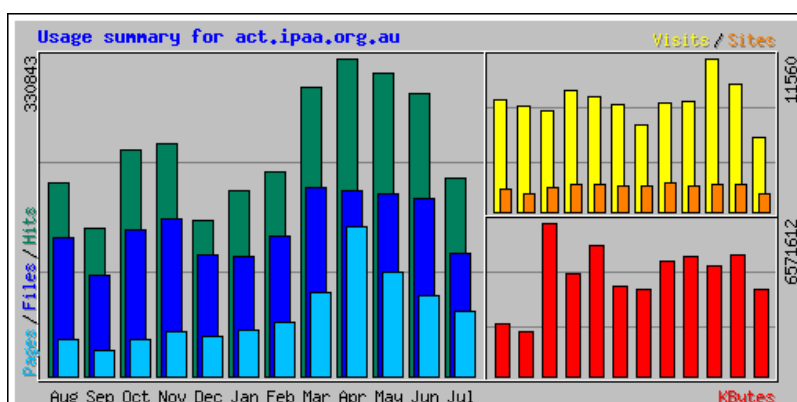
The site is a vital communication tool for members and interested parties, allowing site users to communicate with IPAA ACT. It also provides key information on IPAA ACT's activities, and encourages their involvement.

Key objectives of the site are:

- to provide up to date information about the work of the organisation to members, the public sector and stakeholders;
- to promote our relationships with industry, the public sector, the education sector, and stakeholders;
- to promote publications;
- to register for events online – shopping cart and payment system; and
- to attract new members – email submission form.

Each new IPAA ACT event is posted on the site, along with information about other activities that may be of interest to members. In line with a review of the site in 2009 substantial work has been undertaken in making the site user friendly, so that it is now IPAA ACT's primary method of dealing with a number of stakeholders.

Over the past 12 months, the number of hits to IPAA ACT's website has doubled. In August last year, there were 6482 visits; between March and June this year the number of visits have averaged around 10,200 visits per month.



Summary by Month										
Month	Daily Average				Monthly Totals					
	Hits	Files	Pages	Visits	Sites	KBytes	Visits	Pages	Files	Hits
Jul 2012	12890	7948	4246	347	1300	3753242	5563	67941	127176	206245
Jun 2012	9809	6161	2784	320	2095	5168577	9629	83524	184831	294289
May 2012	10167	6101	3484	372	2091	4749848	11560	108012	189137	315203
Apr 2012	11028	6443	5207	275	1979	5117384	8261	156224	193294	330843
Mar 2012	9707	6331	2797	264	2232	4947958	8214	86737	196262	300941
Feb 2012	7355	5038	1966	224	1891	3742857	6521	57041	146116	213300
Jan 2012	6221	4023	1568	261	1982	3831169	8099	48621	124719	192868
Dec 2011	5249	4054	1352	279	2090	5569079	8674	41912	125678	162732
Nov 2011	8044	5441	1563	303	2010	4373574	9116	46915	163254	241323
Oct 2011	7589	4929	1216	246	1873	6571612	7652	37720	152811	235281
Sep 2011	5135	3510	907	263	1374	1884310	7905	27210	105326	154075
Aug 2011	6482	4676	1259	271	1696	2227483	8422	39032	144979	200969
Totals						51937093	99616	800889	1853583	2848069

Canberra Evaluation Forum

IPAA ACT and the Canberra Evaluation Forum (CEF) have continued a close association at a number of levels during the last year. IPAA ACT has continued to provide a number of administrative services to the CEF, including the invoicing and banking. IPAA co-badge with CEF on their monthly flyers and the CEF promotes IPAA activities through the Forum sessions. Following feedback from the CEF participants at their monthly sessions IPAA developed a training program about performing evaluations for individuals and organisations.

The CEF was established in 1990 through a Department of Finance initiative with the aim of promoting better practice in program and project evaluation. In the late 1990s the CEF became a not for profit, unincorporated networking Association that facilitates people to gather for the purposes of presenting and discussing issues of common interest concerning program and project evaluation. The Forum is an inter-agency network of Commonwealth and ACT Government departments and agencies, some private sector companies and academics interested in evaluation and performance management issues in the public sector.

Evaluation is an internationally recognised approach to public sector performance measurement. Indeed, Australia is seen by many countries throughout the world as being at the leading edge of evaluation and performance management techniques. The CEF has been recognised by the World Bank for its work.

Changes to Australian Government requirements and form of evaluations, reinforce and confirm the need for managers at all levels to be accountable for performance and evaluation and achievement outcomes.

The CEF consists of:

- its subscriber organisations and a few individual subscribers,
- the Facilitation Group – a volunteer group of people drawn from subscriber organisations (including the Executive Director of IPAA ACT) – which provides direction, session development, a yearly program, planning and governance oversight, and arranges guest presenters for the Forum, and secretariat, and
- an electronic mailing list of people of subscriber organisations who have specifically registered to receive session information each month.

The Forum sessions are held on eight to ten occasions a year, usually on the third Thursday of each month between February and November.

The Facilitation Group is determined that the Forum remains relevant and contemporary. To achieve this, the yearly program pursues a topical theme and covers such subjects as:

- Government policy about management reform, performance management and evaluation,
- Techniques of performance management and evaluation, and
- Case studies of evaluation and performance information from across Government and private organisations.

The Forum seeks input from interested groups to ensure the program reflects members and individual needs, and to inform our assessment of trends in new developments. During the last twelve months presentations have been given to the Forum participants from the Secretary of the Attorney General's Department; Senior Managers from the CSIRO; Department of Immigration and Citizenship; Museum of Australian Democracy; Australian Taxation Office; National Water Commission; Department of Families, Housing Community Services and Indigenous Affairs; senior academics from Melbourne University; the University of NSW and IPAA ACT.

The Facilitation Group records its monthly meetings, and appoints a CEF Convenor, Deputy Convenor by consensus, and engages an external Secretary through IPAA ACT to manage administration.

The subscription fees are set at a level to cover operating expenses, such as venue, administrative and secretariat costs. The Forum is a cost-effective means of professional and personal development for people:

- currently involved to varying degrees in all aspects of evaluation and performance management in their organisation;
- with an interest in the session topic, but who are not actually involved in managing performance of programs, nor are they directly involved in their evaluation;
- involved in policy development and analysis.

Additional information about the CEF is available on the IPAA ACT website.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Independent Auditor's Report to the Members

Report on the Financial Report

We have audited the accompanying financial report, being a special purpose financial report, of Institute of Public Administration Australia Incorporated - ACT Division (the association), which comprises the Statement by Members of the Committee, Income and Expenditure Statement, Balance Sheet, notes comprising a summary of significant accounting policies and other explanatory notes for the financial year ended 30 June 2012.

Committee's Responsibility for the Financial Report

The committee of Institute of Public Administration Australia Incorporated - ACT Division are responsible for the preparation of the financial report and have determined that the basis of preparation described in Note 1, is appropriate to meet the requirements of the Associations Incorporation Act and is appropriate to meet the needs of the members. The committee's responsibilities also includes such internal control as the committee determine is necessary to enable the preparation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation of the financial report that gives a true and fair view, in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Auditor's Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Institute of Public Administration Australia Incorporated - ACT Division as at 30 June 2012 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the Associations Incorporation Act .

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Independent Auditor's Report to the Members

Basis of Accounting

Without modifying our opinion, we draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist Institute of Public Administration Australia Incorporated - ACT Division to meet the requirements of the Associations Incorporation Act 1991 (ACT) . As a result, the financial report may not be suitable for another purpose.

Signed on 10 August, 2012:



Phillip W Miller CA
MCS Audit Pty Ltd
Unit 2/35 Curtin Place, Curtin, ACT, 2605

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Detailed Balance Sheet As At 30 June 2012

	Note	2012 \$	2011 \$
<hr/>			
Current Assets			
Cash Assets			
CPS Bank Account		243,336	541,184
CBA Bank Account		245,497	151,681
CBA Bank A/c - Prov for Leave		13,071	13,211
CPS E-Saver Account		534,166	
CPS Saving Account		20,001	
Undeposited Funds		21,923	
		<hr/> 1,077,994	<hr/> 706,076
Receivables			
Trade debtors		92,611	39,208
		<hr/> 92,611	<hr/> 39,208
Total Current Assets		<hr/> 1,170,605	<hr/> 745,284
Non-Current Assets			
Property, Plant and Equipment			
Office Furniture & Equipment		31,812	24,813
Less: Accumulated depreciation		(22,190)	(20,198)
Web Site Design - At Cost		15,570	15,570
Less: Accumulated depreciation		(15,570)	(15,570)
Leased Assets - at Cost		7,108	7,108
Less: Accumulated amortisation		(7,108)	(7,108)
		<hr/> 9,622	<hr/> 4,616
Total Non-Current Assets		<hr/> 9,622	<hr/> 4,616
Total Assets		<hr/> 1,180,227	<hr/> 749,900

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Detailed Balance Sheet As At 30 June 2012

	Note	2012 \$	2011 \$
Current Liabilities			
Payables			
Unsecured:			
Trade creditors		17,539	44,187
Accured Liabilities		5,103	30,337
CEF Clearing Account		30,559	6,160
		<u>53,201</u>	<u>80,684</u>
Current Tax Liabilities			
GST payable control account		8,468	3,813
Input tax credit control account		(1,943)	(2,930)
		<u>6,524</u>	<u>883</u>
Provisions			
Provision for Annual Leave		6,249	3,115
Provision Long Service Leave		7,795	
		<u>14,044</u>	<u>3,115</u>
Other			
PAT Subs in Advance		5,905	10,514
PAT Sponsorship in Advance			2,000
Memberships in Advance		344,681	100,158
Sponsorships in Advance		15,000	16,182
		<u>365,586</u>	<u>128,853</u>
Total Current Liabilities		<u>439,355</u>	<u>213,535</u>
Non-Current Liabilities			
Provisions			
Provisions for Long Service Leave		3,276	
		<u>3,276</u>	
Total Non-Current Liabilities		<u>3,276</u>	

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Detailed Balance Sheet As At 30 June 2012

	Note	2012 \$	2011 \$
Total Liabilities		<u>442,630</u>	<u>213,535</u>
Net Assets		<u><u>737,597</u></u>	<u><u>536,365</u></u>
 Members' Funds			
Accumulated surplus (deficit)		<u>737,597</u>	<u>536,365</u>
Total Members' Funds		<u><u>737,597</u></u>	<u><u>536,365</u></u>

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Income and Expenditure Statement

For the year ended 30 June 2012

	2012	2011
	\$	\$
Income		
Assessor Training	20,600	13,950
Administration Fee	182	50
Conferences & Seminars	27,591	30,204
Training	109,820	83,410
Copyright Income - CBPA & PAT	74,117	215,249
ARA 09-10	16,080	63,195
Prime Minister Dinner	18,515	21,588
Memberships	689,551	476,853
Nomination Fee	-	21,600
Publication Sales	122,614	82,262
PAT Advertising Income	5,945	4,036
PAT Sponsorship Income	8,000	10,000
Registration Fees	-	545
Sponsorship Income	82,909	71,818
Subscriptions Income	33,683	36,056
ARA Dinner	-	21,214
Secretariat Services	600	1,200
AIAL Secretarial Services	-	11,818
AIAL Postage	-	7,761
PAT Admin Income	10,000	10,000
ARA Dinner 2010-2011	17,388	-
PMs 2011	20,040	-
Book Launch	1,364	-
Other Income	23	-
Interest received	34,289	127
Total income	<u>1,293,310</u>	<u>1,182,936</u>
Less Cost of Sales		
Opening stock	-	-
Postage	20,317	27,426
Printing	58,906	-
Typesetting & Editing	73,893	99,869
	<u>153,116</u>	<u>127,295</u>
Total Income	1,140,194	1,055,641

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Income and Expenditure Statement

For the year ended 30 June 2012

	2012	2011
	\$	\$
Expenses		
Accounting & Audit Fees	9,830	11,740
Bookkeeping	10,300	3,475
Administrative Services	10,900	10,034
Advertising	13,648	5,407
Bank Fees	5,283	6,046
Bad Debt Expense	139,307	122,831
Consulting Fees	25,967	18,260
Courier Fees	20	130
Depreciation	1,992	814
Eligible Equipment <\$1000	10,650	645
Insurance	4,497	7,743
Leasing Charges	10,283	9,769
Office Expenses	5,759	1,846
Parking	174	12
Postage	8,615	2,683
Printing & Stationery	26,097	15,795
Subscriptions & Newspapers	2,770	108
Website Hosting & Design	18,049	9,591
Computer Maintenance & Service	13,923	420
Telephone	7,649	10,342
Staff & Council Amenities	934	2,256
Security Costs	2,160	507
Repairs & Maintenance	6,483	470
Rent	20,469	16,815
Electricity	2,143	1,700
Computer Expenses	511	12,031
Cleaning Costs	4,634	1,336
Australian Journal	18,700	16,890
Capitation Fees	12,866	8,461
Photography	2,690	895
Trophies & Prizes	2,330	2,103
Awards & Prizes	939	1,264
Venue Hire & Expenses	72,933	62,883
Workshop Services	69,064	17,474
Catering Expenses	12,434	2,344
Conferences & Seminars - Other	18,219	2,727
Travel & Accommodation	7,610	3,875

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Income and Expenditure Statement

For the year ended 30 June 2012

	2012	2011
	\$	\$
Expenses (Cont.)		
Internet Expenses	355	-
Membership Fees	827	-
Marketing Assistance	7,771	-
Staff Training	2,925	-
Presentation Costs	6,049	750
Salaries - ordinary	286,102	203,902
Leave Provision	14,205	-3,299
Superannuation	25,590	18,000
Reportable Super Expense	14,310	2,535
Total expenses	<u>938,962</u>	<u>613,610</u>
Profit from ordinary activities before income tax	201,231	442,031
Income tax revenue relating to ordinary activities	-	-
Net profit attributable to the association	<u>201,231</u>	<u>442,031</u>
Total changes in equity of the association	<u>201,231</u>	<u>442,031</u>
Opening retained profits	536,365	94,334
Net profit attributable to the association	201,231	442,031
Closing retained profits	<u>737,596</u>	<u>536,365</u>

The accompanying notes form part of these financial statements.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Notes to the Financial Statements
For the year ended 30 June 2012

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act 1991 (ACT). The council has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Property, Plant and Equipment (PPE)

Leasehold improvements and office equipment are carried at cost less, where applicable, any accumulated depreciation.

The depreciable amount of all PPE is depreciated over the useful lives of the assets to the association commencing from the time the asset is held ready for use.

Leasehold improvements are amortised over the shorter of either the unexpired period of the lease or the estimated useful lives of the improvements.

(b) Impairment of Assets

At the end of each reporting period, the entity reviews the carrying values of its tangible and intangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the income statement.

(c) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

(d) Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reasonably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting period.

(e) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Notes to the Financial Statements

For the year ended 30 June 2012

(f) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

All revenue is stated net of the amount of goods and services tax (GST).

(g) Leases

Leases of PPE, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for that period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the period in which they are incurred.

(h) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

(i) Income Tax Status

As advised by the Australian Taxation Office by letter on 6 of June 2005, the association is exempt from income tax under Section 23(e) of the Income Tax Assessment Act.

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Notes to the Financial Statements
For the year ended 30 June 2012

Note 2: Cash assets

Bank accounts:

CPS Bank Account	243,336	541,184
CBA Bank Account	245,497	151,681
CBA Bank A/c - Prov for Leave	13,071	13,211

Other cash items:

CPS E-Saver Account	534,166	
CPS Saving Account	20,001	
Undeposited Funds	21,923	
	<u>1,077,994</u>	<u>706,076</u>

Note 3: Property, Plant and Equipment

Leasehold improvements:

- At cost	47,382	40,383
- Less: Accumulated depreciation	(37,760)	(35,768)
	<u>9,622</u>	<u>4,616</u>

Leased plant and equipment:

- At cost	7,108	7,108
- Less: Accumulated amortisation	(7,108)	(7,108)
	<u>9,622</u>	<u>4,616</u>

Institute of Public Administration Australia Incorporated - ACT Division
ABN 24 656 727 375

Statement by Members of the Council

For the year ended 30 June 2012

The Council has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Council the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of Institute of Public Administration Australia Incorporated - ACT Division as at 30 June 2012 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

This statement is made in accordance with a resolution of the Council and is signed for and on behalf of the Council by:



Carmel McGregor
Acting President



Barry Mewett
Treasurer

10 August, 2012

The accompanying notes form part of these financial statements.

Meeting Attendance by Councillors

	11 Jul	27 Sep	8 Nov	8 Feb	17 Apr	7 Jun
Baker	✓	✓		✓	✓	✓
Bartos		✓	✓	✓	✓	✓
Cappie-Wood	NA	✓	✓		✓	
Cooke		✓	✓	✓	✓	
Cutcliffe	✓	✓	✓	✓	✓	✓
Donovan	NA	✓	✓			
Drummond		✓	✓			
Fintan	NA	✓	✓		✓	✓
Gath		NA	NA	NA	NA	NA
Halligan		✓	✓	✓		
Hilyard	✓		✓		✓	✓
Kefford	NA	✓	✓	✓		✓
Kendal	✓	NA	NA	NA	NA	NA
Kennedy	✓	✓	✓	✓	✓	✓
Kostyrko	✓	✓	✓		✓	✓
McGregor C	✓	✓		✓	✓	✓
McGregor L	NA		✓			
Masri		✓	✓	✓		
Mewett	✓	✓	✓	✓	✓	
Metcalfe	✓	✓		✓		
Murphy	✓	✓		✓	✓	
Stanton		NA	NA	NA	NA	NA
Tacy	✓			✓	✓	
Turner	✓		✓	✓	✓	



The IPAA ACT team of Anni Chilton, John Brain and Jessica Keyes with Tamara Cutcliffe in front.

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